



**Logan High School  
STUDENT HANDBOOK 2012-13**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ GRADE \_\_\_\_\_

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MISSION STATEMENT  
LOGAN-HOCKING LOCAL SCHOOL DISTRICT

***MOTIVATE!***

***EDUCATE!***

***GRADUATE!***

ADMINISTRATION AND  
BOARD OF EDUCATION

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## **WELCOME**

Welcome to Logan High School. As we begin the new year, the L.H.S. staff wants to wish our student body enjoyment and success in both their academic and extracurricular pursuits.

This handbook has been prepared to assist our students and parents. It contains information pertaining to students' conduct, attendance, busing and other school matters. We ask that you review this handbook and refer to it when you have questions concerning your school.

Your school provides many educational, social and personal growth opportunities. Each will contribute to our students' development and their school record. This record is for all time and cannot be erased or changed once a person's actions and achievement are recorded. While our students are beginning to make decisions concerning their life, we encourage them to use guidance counselors, parents, and teachers to assist them in making the best educational and personal decisions.

While many of these handbook policies and procedures are outlined, the administration reserves the right to adjust, add, or delete policies or procedures during the school year if it serves the best interest of Logan High School.

## **MISSION STATEMENT**

It is the mission of Logan High School to provide the opportunity for all students to learn. Learning requires a cooperative effort among parents, community, support staff, teachers, and administration. We agree that each student should be able to:

- Communicate Effectively
- Solve Problems Through Critical Thinking
- Develop and Express Creativity

- Show Respect for Self and Others
- Be Responsible

All of our resources must be committed to developing a positive attitude toward lifelong learning and civic responsibility.

### **STUDENT ATTENDANCE, ABSENCES AND EXCUSES**

The Logan-Hocking Local School District is committed to providing the best possible education for its students. Being in class every day helps the students do their best. When students are absent, they miss class instruction and discussion. Make-up work can not provide all the information that was missed. Therefore, all students are urged to plan personal activities outside school times. These activities include: dental appointments, personal errands, shopping, etc.

**\* THE ONLY EXCEPTION TO THE ATTENDANCE POLICY SHALL BE MADE BY THE HIGH SCHOOL PRINCIPAL OR THEIR DESIGNEE.**

#### **MAKE-UP WORK**

Regular attendance is mandatory. However, if illness or other absences cause a student to miss school or classes, it is the STUDENT'S responsibility to make arrangements to make up the work missed. The student will be allowed one day make-up for each one day absent. Students will be allowed to make up work for days missed up to two (2) days per grading period. The days of absence covered by a medical excuse will not count against the 2 days per grading period.

#### **REPORTING A STUDENT ABSENT**

In accordance with state law (Missing Child Act -Ohio Revised Code 33.3.205), parents or guardians are required to call the attendance office, 385-7044, no later than 10:00 a.m. to report that their student is absent that day.

**RETURNING TO SCHOOL AFTER AN ABSENCE**

Before first (1st) period begins a student returning to school must present a note to the attendance office explaining the reason for the absences. The note should be signed by the parent/guardian and contain the student's first and last name and dates of absence.

The student will be required to turn in all Medical excuses within one (1) week after returning to school from a medical absence. The Medical excuse should contain the student's first and last name and the dates to be excused. The attendance office will issue the student an admittance pass (blue slip) for Medical absences only.

**ABSENCE FROM SCHOOL**

The Logan-Hocking School District does not sanction organized absenteeism. Organized absenteeism will be determined if 25% of a grade level are absent on the same day of school. Students who participate in such activity will be considered truant and may be required to make up the day(s) missed. The only excuse accepted will be medical slips from a doctor.

**ABSENCE FROM CLASS**

A student must be in class for 30 of the 42 minutes to be considered present for that class. When a student has accumulated two (2) unexcused days of absence in a grading period, a physician's statement will be required for all further absences in order for the student to make up work in his/her classes. Any day missed after these absences, without a physician's statement, the student will receive an "F" for work missed.

**EXCESSIVE ABSENCE/TRUANCY**

The following procedures will be followed as they relate to excessive absences from school:

- When a student reaches the fifth day of absence, a notice of absences will be mailed/emailed to the parent/guardian.
- When a student reaches the eighth day of absence,

an Administrative Hearing will be scheduled with the parent/guardian. This hearing will be held at the student's school with an administrator to discuss the reasons for the absences. The Administrative Hearing does not have to be held prior to a complaint being filed with the Juvenile Court.

- The school administration may file a complaint with the Juvenile Court when a student's absences reach any of the following categories:

1. Five consecutive days of absence.
2. Seven or more days in a school month (20 school days).
3. Twelve or more days in a school year.

- Days of absence covered by a doctor's excuse or an excuse from the school nurse will not be counted toward a complaint filing.
- Absence of twelve (12) days may result in the loss of a driver's license or a temporary instruction permit.
- Charges may be filed against parents/guardians in Juvenile Court when excessive absenteeism persists.
- Students exceeding over twelve (12) days of absence may be required to fulfill their attendance obligation beyond the regular school calendar.

**PLANNED ABSENCES**

The following are considered planned absences:

**Early Dismissal From School** - Permission may be granted for a student to leave school early for medical appointments, court appearances, driver's license examinations or urgent need which cannot be taken care of after school hours.

To receive permission to leave school early, the student should present a note from his/her parent or guardian to the Attendance Office, before 7:27 a.m.

The note should contain the date, the time requested to leave for the early dismissal, a phone number where to reach the parent/guardian for confirmation, and the signature of the parent/guardian.

A student leaving for an early dismissal or returning from a dismissal is required to sign in/sign out at the attendance office. Students who fail to sign in/sign out on an early dismissal, the time out of school will be considered truant and cannot be excused by a medical slip.

For an early dismissal, the student will be issued an early dismissal slip.

A student returning to school after an early dismissal, must sign in at the Attendance Office and obtain a pass to class.

1. Departure time before 11:30 a.m.  
= 1/2 day absent.
2. Departure time after 11:30 a.m. = Doesn't count.

In certain instances, approval may be given in advance for certain absences.

**TARDY TO SCHOOL**

A student will be tardy if he/she reports to school late. The arrival and departure time of the student will determine the amount of the school day the student is credited for. The policy is as follows:

1. Arrive before 10:00 A.M.= Tardy
2. Arrive between 10:00 a.m.- 1:05 p.m.  
= 1/2 Day Absent A.M.
3. Arrive after 1:00 P.M. = Full day Absent.

A student will be tardy to school if he/she reports to school after 7:27 a.m. A school administrator will assign a detention after the first three tardies to school. Tardiness is not acceptable and after the first detention is issued and tardiness continues, the school administrator will follow these procedures:

- \* The second set of three tardies to school will result in assignment to ISAP.
- \* The third set of three tardies to school will



result in assignment to ISAP.

\* Each additional set of three tardies to school will result in a three-day OSAP.

This policy is in addition to the current policy relating to tardiness to class.

**TARDY TO CLASS**

A student will be tardy to class (including lunch) if he/she is not in the classroom when the tardy bell rings and does not have a pass. Tardiness is not acceptable. The teacher will assign a detention after the student accumulates three tardies to class. When the student accumulates three additional tardies in any class the teacher will send a referral to the attendance office listing the dates of the tardies. The teachers will continue to send a referral to the attendance office as the student accumulates tardies in blocks of three. The attendance office will address the referrals as follows:

- First referral of three tardies from any teacher will result in assignment to ISAP.
- Second referral of three tardies from any teacher will result in assignment to ISAP.
- Third referral of three tardies from any teacher will result in a 3-day OSAP.
- Each additional referral of three tardies from any teacher will result in a 3-day OSAP

**LATE BUS**

Students arriving at school on a late bus are to report immediately to the Attendance Office.

**EXTRACURRICULAR ACTIVITIES**

**I. GENERAL STATEMENT**

All students are encouraged to participate in a wide variety of activities such as performing groups, clubs, service organizations, publications and school teams. By joining a school organization, however, certain standards and expectations are required of students. Participation in the Student Activity

Program is a privilege, not a right. The student must put forth effort, which in the judgment of the coach/advisor will determine the extent of the student's participation.

Students who wish to participate in any school activity or program must be willing to accept the guidelines, rules and regulations of the activity. Such guidelines shall include rules in effect such as attendance at practice/meetings, requirements for earning awards, training rules, academic eligibility, and any other statements concerning contests, practice sessions or performances which may occur during school vacation or holiday periods. Students are expected to maintain a high standard of personal appearance and exhibit acceptable conduct at all times.

## **II. GENERAL SCHOOL PARTICIPATION RULES**

**A.**-Participation in the Logan-Hocking Student Activity Program is a privilege, not a right. Students can be removed for misconduct, rules violations, or nonattendance in the activity by the coach/advisor and administration.

**B.**-Commencing with the first day of participation for the student activity and ending with the completion of the activity, all activity rules and procedures are in effect for the student.

**C.**-After the final cut is made in an activity, a participant who has made the roster, will not be allowed to leave the activity to join another activity which occurs during the same period of time.

## **III. SPECIFIC SCHOOL PARTICIPATION RULES**

**A.**-The school discipline code and all penalties therein are in effect at all times. This includes practice, meetings, travel during school sponsored trips and all performances.

**B.**-Any student serving out-of-school suspension or OSAP, cannot participate in any activity on the day of the suspension.

**C.**-Students must be in attendance the entire school day in order to participate in any extracurricular

activity. The only exceptions are to be made by the high school principal or his designee.

**D.**-Students are not exempt from detentions (either teacher assigned or administrative) on school days because of activity participation or practice.

**E.**-Students participating in interscholastic athletics at Logan High School (grades 9-12) will be subject to a drug testing program.

\* Any student use/abuse of tobacco, alcohol, drugs, and/or mood altering chemicals ("abuse" meaning purchase, possession, and/or use) will result in:

**-first offense** - Twenty (20) percent of scheduled contests of non-participation in interscholastic extracurricular activities. The student will be required to attend an approved substance abuse program for professional assessment with the cost incurred by the parent or guardian. During this time period, the coach/advisor may grant the student permission to practice with the squad, or team.

**-second offense** - Ninety (90) school days of non-participation in activities with successful completion of a chemical abuse treatment program through an accredited treatment program. If the athlete refuses assessment and/or fails to complete the alcohol/drug assessment program, he/she will be excluded from athletics for one calendar year. Cost of said program to be incurred by parent/guardian.

**-third offense** - Exclusion from athletics for the remainder of high school career.

**F.**-The number of days of non-participation shall begin with the student's statement of rule violation. There will no longer be a right to appeal.

**G.**-It is the policy of Logan High School to match the OHSAA's rulings on the number of denials from athletic events. Both denials will run consecutively.

**IV. ATHLETIC ELIGIBILITY**

A student in grades 9-12 must pass five academic credits and maintain at least a 2.0 GPA in the preceding grading period. Incoming freshmen must have passed five (5) classes and earned a 2.0 GPA or higher during the last grading period of eighth grade to be eligible. An ineligible student may become eligible 24 hours after the mandated district grade reporting date.

**V. ATHLETICS CONDUCT**

Students participating in any athletic program of Logan High School must abide by the rules and regulations set forth in the Logan-Hocking Local School District Athletic Handbook.

**CODE OF CONDUCT**

**PHILOSOPHY**

Logan High School's Code of Conduct is in force while school is in session, at scheduled bus stops (a.m. and p.m.), during all extra and co-curricular activities, and during all school board approved trips.

The entire foundation and success of public school education depends on the basic concept of self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

In concert with Federal laws, the laws of the State of Ohio, the Ohio Constitution, and the United States Constitution, students attending the Logan Hocking Schools are entitled to substantive and procedural due process rights. Along with these rights, comes the

student's responsibility for adhering to the rules and regulations that have been established by the Board of Education. A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of Education to responsible officials within the school district.

The purpose of discipline is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. Any student refusing to comply with a principal's directive will be referred to a local law enforcement agency.

**STUDENT**

Disciplinary action will reflect the severity and/or frequency of the misconduct and will be determined and administered by school personnel.

Throughout the school year the following acts by a student on school premises, or at any school sponsored activity, shall constitute sufficient cause for disciplinary action:

1. Endangerment of another person's physical well-being to include fighting, hitting or unauthorized touching.
2. Unauthorized fires or any act of arson.
3. Extortion, or intimidation of another student or a staff member.
4. Possession of dangerous instruments, dangerous substances, or items that have the appearance of dangerous instruments or substances are prohibited. Dangerous instrument or substance shall include any object or substance that is used or may be used to; induce panic, inflict physical harm, damage property, or threaten to inflict such harm or damage. Violators of this section of the code of conduct may be subject to expulsion.
5. Theft or attempted theft.
6. Students wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures

which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student.

7. Defiance of instruction by school authorities or personnel, including refusal to identify oneself.
8. Use, possession, sale, distribution, or under influence of drugs, narcotics, alcohol, and/or other mind altering substances, to include counterfeit or look alike substances.
9. Use of vulgarity or profanity, including physical obscenities.
10. Verbal, physical or sexual harassment will not be tolerated. All occurrences should be reported to guidance counselor or principal immediately.
11. Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited. Hazing, bullying, and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel more than once with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.
12. Destruction or defacing of school property or property of another student.
13. Failure to conform to high school driving or parking regulations.
14. Fire or bomb false alarms or threats.
15. Truancy or unauthorized absence from school.
16. Tardiness
17. Possession and/or use of tobacco.

Health professionals have determined the use of tobacco products can be detrimental to one's

health and the Board of Education wishes to encourage good health practices among the students of this district. Therefore, the Board prohibits the smoking, use of or possession of, tobacco in any form, including but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco, by any student in any area under the control of the school district or at any activity supervised by any school within the district.

18. Students may not leave class or school property without permission.
19. Failure of a student to be in their scheduled or designated location.
20. Committing a criminal act as defined by law.
21. Falsification of information.
22. Students are prohibited from possessing lighters, matches, or any other item that produces enough heat to cause combustion.
23. Horseplay - A student shall not engage in immature acts such as pushing in the halls, throwing erasers, throwing snowballs, and similar offenses which may result in injury to others.
24. Public display of affection - Students shall not engage in activities including kissing or hugging while on school property.
25. Abuse of the medication policy.
26. The possession and/or use of over the counter nonprescription medicine.
27. Electronic devices (e.g. cell phones, ipads, ipods, MP3 players, computers) are permitted at school. The incorporation of technological advances into instruction is encouraged. However, the usage of such devices in the instructional areas (e.g. classroom, library, lab) without the prior approval of the responsible teacher is prohibited and will result in confiscation and disciplinary action. In instances of reasonable suspicion, school personnel may confiscate, inspect, and copy files and records from personal electronic devices that have been used in a manner that disrupts the school.

28. Violation of the school's Acceptable Use Policy for computers and electronic devices.
29. Any act of academic dishonesty.
30. Students will be subject to school disciplinary action for any harassment, vandalism, physical abuse, or other inappropriate behavior toward school personnel during nonschool time.

It should be noted that the above listing of general and specific misconduct is extensive, but not all inclusive. Any student conduct deemed unacceptable by school personnel will subject the student to disciplinary action.

#### **DRESS CODE**

Proper and appropriate dress is required for students at Logan High School. Students whose dress or grooming is such that it becomes disruptive to the school program or creates a hazard will correct the problem. Students should follow the guidelines listed below:

1. No spikes, chains, or accessories with points protruding are permitted. This includes long chains hanging from the waist and apparent dog collars or sharp pointed jewelry around the neck or wrist that can interfere with the safety or cause damage to person or property.
2. No bare midriffs or cleavage should be visible.
3. No underwear is to be visible, including bra straps and underwear showing above the pants. No sagging pants are permitted.
4. No muscle shirts, mini shirts, tank tops, spaghetti strap shirts, or halter-tops are permitted. Shirtsleeve must extend to the tip of the shoulder.
5. No hats, bandanas, athletic headbands, or sunglasses are to be worn nor be visible during the school day.
6. No suggestive or obscene slogans are permitted. This includes beer, cigarettes, drug paraphernalia, killing, suggestive slogans, profanity, or negative concepts.



7. No excessively short shorts or skirts are permitted. Excessively short shorts and skirts refer to any clothing where the underwear or buttocks are visible.
8. No tight or spandex type shorts or pants are permitted,
9. No pajamas, sleep wear, or boxer shorts are permitted.
10. No holes or cuts, factory or homemade, that would render the garment inappropriate will be permitted.
11. No clothing that is deemed inappropriate or distracting by teachers, staff, or administrators will be permitted.
12. Hoods on garments are not to be in use during the school day.

If it is determined that a student's clothing is inappropriate the student will be referred to the principal's office. The student will be kept in isolation until properly dressed. The principal will have the final decision as to what is appropriate dress. An offense can be any of the above mentioned violations. Varying violations will be treated as multiple offenses when the same student is involved.

**First Offense** - Student will be counseled.

**Second offense** - In school alternative placement.

**Third offense** - Out of school alternative placement.

#### **DISCIPLINARY ACTIONS**

The following listing defines the disciplinary actions made available to the staff of Logan High School. Those actions marked with an asterisk\* must be administered by the principal, assistant principal, or a direct designee of the principal. In addition to the defined actions listed, the administration may use such actions as: restitution, community service, the suspension of parking permit, or any action not specifically listed that is deemed appropriate by the school administration.

**EXPULSION** \* - The denial by the Superintendent, upon the recommendation of the building principal, of a student's right to attend school and all school related activities.

- a. Parent(s)/Guardian(s) and students must be notified in writing of the intention to expel and the reason(s) for the expulsion. Notification must be made within 24 hours of the decision to expel the student.
- b. Parent(s)/Guardian(s) and students are provided an opportunity to appeal the reason(s) for the intended expulsion.
- c. No credit shall be given for school work completed during the expulsion.
- d. Whenever a student is expelled from school in accordance with O.R.C.3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of that suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice.

- If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license.

- Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the county in which he resides.

**OUT-OF-SCHOOL SUSPENSION** \* - The denial of a student's right to attend school and all school related

activities by the building principal:

- a. May not exceed 10 school days.
- b. Parent(s)/Guardian(s) and student must be notified in writing of the suspension and the reason(s) for the suspension.
- c. Notification must be made within 24 hours on the decision to suspend the student.
- d. Parent(s)/Guardian(s) and student are provided an opportunity to appeal the reason(s) for the suspension.
- e. Work missed during the suspension may be completed, but no credit will be given.
- f. A student may not participate in an activity or contest on the day of a suspension.

**OUT-OF SCHOOL ALTERNATIVE PLACEMENT** \* - The student will be placed at an alternative facility.

- a. School work will be credited.
- b. The placement will be not less than three and no more than (15) days, unless court ordered.
- c. Days spent in OSAP will not be counted as absences.
- d. Student may not participate in any school activity or contest on the days of OSAP.
- e. Student is permitted on high school property for transportation purposes only and must ride to and from the alternative placement location using the means designated by school or court officials.

**IN-SCHOOL ALTERNATIVE PLACEMENT** \* - Students may be assigned to an In-School Alternative Placement. ISAP will be held at the high school. Students assigned to ISAP will be required to maintain strict adherence to the rules and they will be required to complete course assignments.

- Student **may** participate in any school performance or contest on the days of ISAP.

**EXCLUSION** - A limited denial of a student's participation in a classroom or school activity, etc., for a limited time for the purposes of controlling a student's disruptive behavior or presence. For

example, a student may be excluded from a classroom for one class period or one after-school practice or activity.

**EMERGENCY REMOVAL** - An act for the purpose of:

- a. Preventing the student from inflicting bodily harm to self, other students, school employees, or other persons.
- b. Removing a student from a potentially disruptive situation or a place.
- c. Defending oneself from physical harm.

**DETENTION** - The assignment of a student to a specified supervised place from 2:35-3:15 p.m. Students in detention are not provided school transportation.

**VERBAL REPRIMAND** - The oral correction by school personnel of a student for any behavior which deviates from the specified policies, regulations, and rules.

**REFERRAL TO SPECIAL PERSONNEL** \*- If, in the judgment of a principal, additional support is needed to modify a student's inappropriate behavior, a referral will be made to the appropriate personnel:

- a. School support personnel are guidance counselors, psychologists, school nurse, and speech therapists.
- b. Outside support personnel are community support agencies such as Tri-County Mental Health, Children's Services, Juvenile Court, etc.

**SEARCH AND SEIZURE** - will be carried out by school administrators alone, or in collaboration with the police, in order to preserve health safety, discipline in the school, and to maintain order.

Searches of a student, locker, or any vehicle parked on school property shall be carried out based on "a reasonable suspicion", "reasonable cause to believe", and/or "reasonable grounds." The lockers and parking lots are the property of the Logan-Hocking School District.

**DUE PROCESS** - In the cases of suspension or expulsion, the following elements of procedural due process must be adhered to:

- a. A student must be given specific notice of charges.
- b. A student has a right to present evidence in his or her own behalf.
- c. A student has a right to an informal hearing.
- d. A student has a right to rebut adverse testimony.
- e. A student has a right to be represented by qualified counsel at a formal hearing. (Required for expulsion, not required for suspension.)
- f. A student has a right to appeal.

#### **COMPUTER USAGE**

School computers are to be used for school activities. Students shall not e-mail, instant message, connect to social networking sites, play games, or access non school related material. Students are also prohibited from attempting to bypass the school's filtering system.

Any student without a signed Acceptable Use and Internet Safety Policy Agreement on file is not authorized to access the internet. Should an unauthorized student access the internet, he/she will be held to the same standard of conduct as any authorized student.

#### **CURRICULUM**

The curriculum of Logan High School is constantly under revision so as to meet the needs of all students. The L.H.S. graduation requirement is 22 units of credit.

#### **GRADE LEVEL DETERMINATION**

The following criteria will be used to determine class status for all students:

- Freshman** - Promotion or placement from grade eight
- Sophomore** - 4 credits

**Junior** - 9.5 Credits

**Senior** - 14.5 Credits or able to schedule a sufficient amount of credit to graduate

### **GRADING POLICY**

Since education is concerned with developing the maximum achievement in every child in accordance with his/her abilities, Logan High School shall continuously evaluate the progress of youngsters and report to parents and students. Each grading period students are to receive a written evaluation in the form of an interim report and report card.

1. The following grading system shall be used:

Accumulative Average	Percentage Scale	Point Value Scale
A = 4.00	A = 93-100	A = 3.833 - 4.000
A- = 3.67	A- = 90- 92	A- = 3.500 - 3.832
B+ = 3.33	B+ = 87- 89	B+ = 3.167 - 3.499
B = 3.00	B = 83- 86	B = 2.833 - 3.166
B- = 2.67	B- = 80- 82	B- = 2.500 - 2.832
C+ = 2.33	C+ = 77- 79	C+ = 2.167 - 2.499
C = 2.00	C = 73- 76	C = 1.833 - 2.166
C- = 1.67	C- = 70- 72	C- = 1.500 - 1.832
D+ = 1.33	D+ = 67- 69	D+ = 1.167 - 1.499
D = 1.00	D = 60- 66	D = .800 - 1.166
F = 0	F = 0- 59	F = 0.000 - 0.799

2. A student must pass three grading periods to pass a full year course.
3. A student who fails both grading periods of a semester class will fail the course.
4. Final class grades are determined by using the point values for each letter grade. An example of how a student's grade is determined in a particular class is as follows:

#### **Semester Class**

1st 9 weeks C- is  $1.67 \times 2 = 3.34$   
2nd 9 weeks D is  $1.00 \times 2 = 2.00$



added to a student's GPA. The list of weighted courses is listed in the LHS Course Registration Book.

#### **HONOR ROLL - MERIT ROLL**

Honor and Merit Rolls will be published following each nine weeks grading period.

To be eligible for the Honor Roll, a student must maintain an academic average of 3.5 or better. The merit roll will consist of those students who maintain a 3.0 - 3.49 academic average.

Students will not be placed on the rolls if they obtain a grade lower than a "C-" in a course.

#### **SCHEDULE CHANGES**

It is the policy of the Logan High School to provide every opportunity for the students and their parents to be involved in the process of course selection. Because students participate in the selection of their courses, they will be required to honor those choices and follow their prepared schedule.

Students are given the opportunity to select courses at the time of class registration. They are then given a second opportunity to review and alter those selections when schedule verification forms are returned to them.

After student schedules are printed by the computer, it becomes a difficult and time-consuming task to make further alterations. Class size is also an important factor in limiting schedule changes at this point. Therefore, we caution students to think very carefully about the programs and classes they are selecting for the coming school year.

The following are conditions appropriate for the schedule changes:

1. Student has failed a prerequisite for a course.
2. Student lacks state or local required credits.
3. Scheduling error by the school.
4. Upgrading in an academic program. Example: The



- student registered for Integrated Math 1 and now requests to be placed into Algebra I. If the student's academic history and ability support such a change, it will be done.
5. Downgrading in an academic program. Example: The student registered for Algebra I and now requests to be placed into Integrated Math 1. The student's teacher must recommend that such a change would be academically advantageous to the student.
  6. Adding an elective subject. This will only be done when:
    - A. There is space available in the requested subject.
    - B. The subject to be added will replace a study hall within the same time period.  
Example: The student wants to add Art period five and has a study hall that period. If space were available in Art, that period, the request would be honored.
    - C. Such a change must be done within the first five (5) days of the school year or semester, depending upon the course to be added.
  7. Withdrawing from a course: This will be permitted without penalty if the student withdraws from the course before the 10th class meeting of that course. The first year foreign language courses are exceptions to this policy.  
A student may withdraw from Spanish I or French I without penalty until the first day of the second nine weeks. Any student who withdraws from a course after the deadline listed above, will receive a final grade of "F" and no credit for that course.

### **BUS STUDENTS**

A bus driver has the same authority for student control as a teacher. Students being transported by the Logan-Hocking Schools shall comply with the rules and conduct set forth in this handbook, in addition to all rules adopted by the Board or authorized by the Superintendent.

Safety rules are posted in each bus. Riding the bus is a privilege and not a right. Failure to comply with district transportation rules may result in the loss of riding privileges.

### **CAFETERIA**

Students may not leave the school property during lunch. The school has a closed lunch period. The school cafeteria is available for all students. Students have the option of purchasing a lunch or bringing a lunch from home.

All students are expected to be courteous and considerate of others. All trash is to be properly disposed of. Chairs are to be returned to their proper place.

**NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA!**

### **FIELD TRIPS**

School-related field trips are an extension of classroom instruction. Behavior on school-related field trips is expected to be the same as if the student were in attendance at Logan High School. It is a privilege to be able to attend these field trips and miss valuable classroom instruction in other academic classes. Attendance on these field trips is subject to approval of the faculty and administration of Logan High School. Students with academic, disciplinary, or attendance problems may not be permitted to attend. If a student is not permitted to attend a field trip for any of the above reasons, the student will be notified, with the reason why they cannot attend by the faculty advisor in charge of the trip.

### **EMERGENCY PROCEDURES**

To be effective, all fire, tornado, and lock down procedures **MUST** be practiced in a serious manner. Students must walk to their designated area in a quiet, orderly manner.

In case of fire, an alarm may be operated by anyone

detecting the fire. It is a violation of state law to sound a false alarm. Evacuation routes are posted in each room.

#### **GUIDANCE SERVICES**

The high school counselors are available to assist students with academic, personal, social and career development. When students wish to see counselors, request forms may be obtained in the guidance office. Students will usually be seen during their study hall period.

#### **HALL MOVEMENT**

When changing classes, keep to the right and be courteous of others. Running and/or pushing are prohibited. During class, students are not to be in the halls without a written hall pass granting permission, which must be issued by an authorized school employee.

#### **HEALTH CLINIC SERVICES**

Students who are ill or in need of first aid should request a pass to the health clinic. Emergency cases should be reported directly to the clinic or, when necessary, the school nurse should be summoned.

#### **MEDICATION POLICY**

The Faculty, Administration and Board of Education recognize that the utilization of medication is a serious health concern affecting our students and faculty. The philosophy of health of the Logan-Hocking Schools focuses on the wellness of the student. Therefore, prescription drugs only will be administered during school hours.

Where medication is needed during the regular school day, the following procedures will be followed:

1. Instructions must be received in the form of written directions from a physician for prescribed medications.

2. Written communication from the parent/guardian is required for the use of over-the-counter medications.

**NO MEDICATION WILL BE ADMINISTERED WITHOUT THE ABOVE REQUESTS ON FILE.**

3. All medication must be sent in the original container in which it is dispensed by the physician or pharmacist.

4. Student will take the medication and the request form to the school health clinic.

5. All medication will be given in the presence of Board designated personnel

### **LOCKERS**

Students will be assigned a locker and lock combination. Lockers are to be kept LOCKED AT ALL TIMES TO INSURE AGAINST LOSS OF CONTENTS. Students are required to pay a rental fee of 50 cents to help defray maintenance costs. The school retains the ownership of the locker and reserves the right to inspect individual lockers for the welfare and safety of an individual student or the student body. Only school issued locks will be permitted on lockers. Malfunctioning or broken lockers must be reported to the high school office.

Once a locker is assigned, STUDENTS ARE NOT TO TRADE LOCKERS.

### **LOITERING**

Students are not permitted to loiter before school or after school on school property or property adjacent to the school.

### **DRIVING AND PARKING REGULATIONS**

Driving to school is a privilege. Each student must accept the responsibilities to drive safely and observe the driving rules and regulations of the

school and state. The administration reserves the right to suspend the parking privilege of any student who fails to accept the above responsibilities or cannot abide by the student code of conduct.

Students will park in the assigned parking lot, within the outlined spaces. Students must drive with extreme caution and obey all posted limits and directives. Students must enter the building upon arrival. Students must register in the office to obtain a parking permit. Only one permit will be issued to each qualifying student. A completed parking permit request form must be on file. Permit cost is \$20.00 per year. Lost or stolen permits will cost \$20.00. There is no refund of permit fees.

### **SECURITY MONITORS**

Logan High School has installed cameras and video equipment to monitor the building and grounds. The purpose is to assist the school in providing a safe and secure environment for its students, staff, and general public. In order to be both proactive and preventative, cameras and recording devices will be used on a 24-hour basis throughout the school year, and may be used while school is not in session. The school reserves the right to use video files in disciplinary occurrences. School authorities may include video files, as part of the disciplinary investigation, to show rule violations to police, court authorities, parents/guardians, and/or students. When properly identified, these videos may be stored in a secure place within the school for future reference.

Only necessary authorized staff will observe these video files, and permission to view any video file by an outside authority will be granted by school officials when deemed necessary.

When school authorities observe any behavior that may be in a violation of the law by any person, including

students, school authorities may contact local law enforcement to determine if such incident is sufficient to warrant criminal charges. If the authorities recommend that the video files warrant law enforcement action, the central office and school authorities will be notified of this decision.

Law enforcement agencies may request viewing of files to assist them in their investigative responsibilities after contacting school officials.

### **TEXTBOOKS**

The student is responsible for lost, stolen, and damaged books. Students should sign their name and the year in ink on the labels in the front of their textbooks.

### **MANDATORY STATE TESTING**

*Ohio Graduation Test (OGT)* - Students are required to take and pass all five parts of the Ohio Graduation Test. Tests are administered to all sophomores during the month of March. Students still needing to pass the OGT or sections of the OGT will have additional opportunities in June, October and March of subsequent years.

## IMPORTANT DATES

2012-13

**Aug.** 22 First Day Of School For Students

**Sept.** 3 Labor Day - No School  
12 Staff Inservice - No School  
13 Fair Day - No School  
14 " " - No School

**Oct.** 22-26 OGT Retakes - Grades 11-12  
26 End of First Grading Period  
29 Staff Inservice - No School

**Nov.** 8 Parent-Teacher Conferences - (Evening)  
12 Veterans Day - No School  
12 Parent-Teacher Conferences (All Day)  
21 Early Dismissal  
22-23 Thanksgiving Break - No School  
26 No School

**Dec.** 24-Jan. 1 Holiday Break

**Jan.** 2 Students Return To School From Holiday  
Break  
11 End Of Second Grading Period  
14 Teacher Inservice - No School  
21 Martin Luther King Day - No School

**Feb.** 7 Parent-Teacher Conferences - (Evening)

**Mar.** 11-15 OGT Testing - Grades 10-12  
15 End of Third Grading Period  
18 Teacher Inservice - No School  
25-29 Spring Break - No School

**April**

**May** 21 End of Fourth Grading Period  
24 Last Day for Students  
24 Early Dismissal  
24 LHS Graduation

**Student-Athlete Eligibility Guide**  
Ohio High School Athletic Association  
Regulations Overview  
2012-13

Participating in your school's interscholastic athletics program will provide some of your most memorable and enjoyable moments ever. Your state association, the Ohio High School Athletic Association, has standards that must be met in order to be eligible to compete.

The essential eligibility requirements in this publication are only a summary of some of the regulations affecting student eligibility. Most requirements are published in the *OHSAA Handbook*, which can be found in the offices of your principal and athletic administrator and is posted on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)). Your school district also has the authority to establish additional academic standards and codes of student or athletic conduct.

Any questions you have concerning the OHSAA standards or your athletic eligibility should be reviewed with your school principal or athletic administrator. **You should also meet with these administrators EVERYTIME before you change your course schedule or drop a course.** Should you transfer schools, you must follow up with your previous school and your new school to ensure that all proper forms have been submitted to the OHSAA.

The eligibility standards of the OHSAA have been adopted by the member schools and were accepted by your school when it became an OHSAA member.

You are urged, as a student-athlete, to study these standards carefully since you are responsible for compliance with these standards.



## **OHSAA Regulations On Scholarship**

Best wishes are you learn the valuable lessons that come with your participation in interscholastic athletics!

High school students grades 9-12 must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

Seventh and eighth-grade students must be currently enrolled in a member school and have received passing grades in five of the subjects in which enrolled.

You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.

Your semester or yearly grades have no effect on OHSAAeligibility.

Those taking postsecondary school courses must comply with OHSAA scholarship regulations.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **Note:** Check with your principal or athletic administrator to determine the exact date that eligibility will be restored.

## **OHSAA Regulations On Residence**

You may attend any public or non-public high school in which you are accepted when you enter high school grade 9 from a 7th-8th grade school. Eligibility is established by:

1. Participating in a contest (scrimmage, preview or regular season game) prior to the first day of school, or
2. Attending the first day of school at any high school (or

attending the first five days of school for freshmen).

If your parent or legal guardian lives outside of Ohio, you are ineligible unless one of the exceptions to the regulation is met. These exceptions to the out-of-state residency rules are found in Bylaw 4-6.

### **OHSAA Regulations On Transfers**

Once you establish your eligibility at a high school, a transfer to a different high school will mean **you will be ineligible for athletics for one year from the date of enrollment in the new school.**

There are several exceptions to this regulation. To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator.

If additional questions concerning these regulations remain, school principals or athletic administrators should contact the OHSAA.

### **OHSAA Regulations On Semesters**

After establishing ninth-grade eligibility, you are permitted eight 8 semesters of athletic eligibility.

The semesters are taken in order of attendance once ninth-grade eligibility has been established.

Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.

There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

## **OHSAA Regulations On Home Schooling**

If you are home schooled and enrolled in an OHSAA member school in accordance with the school's board-adopted partial enrollment policy, you may be eligible for interscholastic athletics participation at the school where you are enrolled and attending.

To be eligible, you must enter the OHSAA member school from the home school at the beginning of the school year after having been home schooled for at least one calendar year.

Failure to meet the one-year provision will require you to be enrolled for a minimum of one grading period before eligibility can be granted.

## **OHSAA Regulations On Age**

High school students grades 9-12 who turn 19 years of age prior to August 1, 2010, are ineligible for interscholastic athletics.

Seventh and eighth-grade students who turn 15 years of age prior to August 1, 2009, are ineligible for 7th-8th grade athletics but are eligible to participate in high school athletics.

There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

## **OHSAA Regulations On Awards**

You may receive awards as a result of athletic participation in interscholastic athletics from any source. However, the value cannot be more than \$200 per award.

## **OHSAA Regulations On Amateurism**

You will lose your amateur status and forfeit your eligibility if you: Compete for money or other monetary compensation.

Capitalize on your athletic fame by receiving money, merchandise or services.

Receive expenses or compensation from a sponsor unless that sponsor is a recognized amateur governing body or organization, recognized by a member school or is your parent or guardian.

Sign a contract or make a commitment to play professional athletics.

Receive services, merchandise or any form of financial assistance from a professional sports organization.

Compete with a professional athletics team even if no pay is received.

Enter into an agreement with a sports or marketing agent.

## **OHSAA Regulations On False Information**

If you compete under a name other than your own or provide a false address, you immediately become ineligible.

## **OHSAA Regulations On Open Gyms**

School officials may designate open gyms or facilities and the sports to be played. You may participate in open gyms or facilities provided:

No one is limited from participating.

No one is required to attend.

No school officials invite selected students or determine the teams.

No school officials transport students to either school or non-school facilities.

No timing or written scoring is kept.

No coaching or instruction is provided.

Violating these rules may result in your being declared ineligible for a maximum of one 1.

### **OHSAA Regulations On Instruction/Camps**

You may attend camps, clinics and workshops that involve team play any time between June 1 and July 31.

Team play means there is more than one player opposing one player.

There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.

You may receive instruction from a coach from a school team only:

1. During the season of the sport, or
2. For 10 days only from June 1 to July 31.

**Note:** Interscholastic coaches in the individual sports of bowling, golf, gymnastics, swimming & diving and tennis may coach athletes from the school where employed outside the interscholastic season of the sport.

You may receive individual skill instruction from a non-school coach at any time during the year in individual or group lessons.

Members of a school football team may play in noncontact football contests and attend non-contact team football camps at any time between June 1 and July 31.

Remember, however, that the 10-day regulation for instruction from school coaches is in effect.

**Note:** It is a violation if a coach suggests your participation in an instructional program is mandatory.

### **OHSAA Regulations On Non-School Teams**

You may not try out, practice or participate in a contest with a non-school team while a member of a school team in the same sport.

In individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but may not compete in a contest.

Those in the team sports of baseball, basketball, field hockey, football, ice hockey, soccer, softball and volleyball may try out, practice and compete on non-school teams before and after the school season provided:

1. The number of students from the same school on the roster of the non-school team is limited to five 5 students in the sports of soccer, field hockey and ice hockey; four 4 students in the sports of baseball and softball; three 3 students in the sport of volleyball, and two 2 sport of basketball. School football team members are prohibited from competing on non-school teams except from June 1 to July 31. **Note:** Seniors are exempt from these limitations after the conclusion of their sport season. In addition, there is no limit on the number of students from the same school team that may participate on the same nonschool team from June 1 to July 31.
2. You have no contact with school coaches while on a non-school team other than the 10 days permitted between June 1 and July 31.

Violating these rules during the school season may result in your being declared ineligible for the remainder of the school season.

Violating these rules outside the school season may result in your being declared ineligible for the next season.

Violating these rules by a senior may result in that student being declared ineligible for the remainder of the school year.

### **OHSAA Regulations On Recruiting**

You will be declared ineligible if you are recruited by a person or group of persons to change schools. Any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.

### **OHSAA Regulations On Alcohol, Tobacco, Drugs**

You are prohibited from using any form of alcohol, tobacco or illegal drugs at the playing site of an interscholastic contest. The penalty is disqualification from that contest, and you will likely face additional school and/or legal penalties.

### **OHSAA Regulations On Steroids and Performance-Enhancing Drugs**

If you use anabolic steroids or other performance enhancing drugs, you are ineligible for interscholastic competition until medical evidence indicates that your system is free of these items.

### **OHSAA Regulations On Preparticipation Evaluations and Consent Forms**

Each year you must submit a physical examination form signed by a medical examiner before you begin practice for

a school sport. In addition, your parents/guardian and you must sign the OHSAA Authorization and Consent Forms.

Procedures will be reviewed by school officials.

Physical examinations are valid for one year from the date of the exam except for those that take place from May 1- June 1. Those exams are valid for one year plus through the end of the next school year.

### **OHSAA Regulations On Sporting Behavior**

You are expected to accept seriously the responsibility and privilege of representing your school and community while participating in interscholastic athletics. As a student-athlete, you are expected to:

Treat opponents, coaches and officials with respect.

Display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin.

Remember that winning isn't everything. Having fun, improving your skills, making friends and doing your best are also important.

The OHSAA has established a policy for students ejected or disqualified for unsporting behavior or flagrant fouls. If you are ejected or disqualified, you will:

Be ineligible for all contests for the remainder of that day.

Be ineligible for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection one contest in football

If you are ejected or disqualified a second time in a season, you are subject to additional, stiffer penalties, including suspension from play for the remainder of the season in that sport.



**Note:**The complete OHSAAejection/disqualification policy for unsporting behavior can be found in the *OHSAA Handbook* and is posted on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)).

## **Ohio High School Athletic Association Overview**

Now in its 104th year, the Ohio High School Athletic Association is a non-profit service organization that regulates and administers interscholastic competition in a fair, consistent and impartial manner. This means the OHSAA ensures that everyone has a chance to compete on an even playing field.

Approximately 830 high schools and 830 7th-8th grade schools belong to the OHSAA, which represents over 350,000 students competing in 24 sanctioned sports 12 for boys and 12 for girls voluntarily become members of the OHSAA.

Each member school has an equal voice in determining the bylaws and constitution of the OHSAA. Regardless of the size of the school or whether the school is public or non-public, each member school has one vote. When a school becomes a member of the OHSAA, it agrees to follow the regulations as approved by the membership.

The OHSAA Board of Directors is charged with employing the administrative and support staff; determining contest rules and regulations; organizing a series of statewide tournaments, and hearing appeals of rulings that are made by the commissioner or his staff. Board representatives are members of the teaching profession, are employed full-time by a member school and are elected to their positions.

The OHSAA commissioner and his staff are charged with

enforcing the regulations and promoting the purpose of interscholastic athletics. Among their duties are to answer questions from the member schools and make interpretations on the regulations; prepare for and conduct tournaments; serve as an educator by conducting meetings, clinics and workshops for officials, coaches, administrators and student-athletes, and manage the fiscal affairs of the association. There currently are eight administrators and 12 support staff members employed by the OHSAA, with the office located in Columbus.

The OHSAA is organized into six geographic regions called athletic districts. Each six-member District Athletic Board assists the OHSAA in conducting sectional and district tournaments.

The OHSAA receives no tax money. The primary source of financial support comes from tournament gate receipts. Schools are assessed no fees to maintain membership within the OHSAA or to enter OHSAA tournaments. They are provided rule books, educational materials and other printed items along with catastrophic accident insurance coverage that is paid for by the OHSAA at an annual cost of over \$700,000. Additionally, the OHSAA reimburses schools for many of their tournament expenses and allows schools the opportunity to keep some of the receipts from the sale of tournament tickets.

### **OHSAA High School Eligibility Checklist**

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes will likely mean you are NOT eligible. For questions, see your principal or athletic administrator.

- I am officially enrolled in an OHSAA member high school.

- I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.
  - I received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during my last grading period.
  - I have at least one parent living in Ohio.
  - I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.
  - If I have changed schools transferred have followed up with my previous school and my new school to ensure that all proper forms have been submitted to the OHSAA.
  - I have not been enrolled in high school for more than eight semesters.
  - I did not turn 19 before August 1, 2010.
  - I have not received an award, equipment or prize valued at greater than \$200 per item.
  - I am competing under my true name and have provided my school with my correct home address.
  - I have not competed in a **mandatory** open gym/facility, conditioning or instructional program.
  - I have not been coached or provided instruction by a school coach in a team sport or cross country, track & field and wrestling other than during my sport season or for no more than 10 days between June 1 and July 31 (applies to team sports only).
  - I am not competing on a non-school team during my school team's season.
  - I have not been recruited to attend this school.
  - I am not using anabolic steroids or other performance-enhancing drugs.
  - I have had a physical examination within the past year and it is on file at my school.
- My parents and I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement and they are on file at my school.